



## OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT	<b>RELEASE DATE:</b>	Monday, June 8, 2009
<b>POSITION TITLE:</b>	CEA 1-ASSISTANT DIRECTOR, LEGISLATIVE AND PUBLIC AFFAIRS	<b>FINAL FILING DATE:</b>	Monday, June 22, 2009
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	06032009_1

### POSITION DESCRIPTION

Under administrative direction of the Director/Chief Deputy Director (CDD), the Assistant Director, Legislative and Public Affairs develops, implements, and manages Office of Statewide Health Planning and Development's (OSHPD) legislative affairs and public affairs programs, and supervises subordinate staff.

As the Legislative Affairs Coordinator, the Assistant Director plans, formulates, and develops legislative policy; monitors activity on legislation affecting programs within OSHPD; advises and makes recommendations to the Director/CDD on the development, implementation and evaluation of legislative initiatives impacting OSHPD; serves as the liaison between OSHPD, stakeholders, other governmental entities (i.e., the California Health and Human Services Agency [CHHSA] and Department of Finance) and legislators; assures each bill is analyzed, properly prepared and developed in coordination with the CHHSA, Governor's Office (GO); drafts and presents legislative proposals and/or formal testimony at legislative committee meetings; and acts as an expert witness at legislative hearings.

As the Public Affairs Coordinator, the Assistant Director plans, formulates, and develops public affairs policy; advises and assists the Director's Office in the development of a comprehensive media and information/product dissemination strategy for OSHPD; serves as the designated spokesperson for OSHPD to the press, the public stakeholders, industry, organizations and associations (i.e., the California Healthcare Association of Health Facilities, and the Association of California Hospital Districts), managers and supervisors. Informs the CHHSA about significant events that affect OSHPD (such as formal presentations, speeches, publications and media events that would include the Deputy Director or Executive staff). Performs the more difficult professional and technical tasks associated with media/public communications.

The Assistant Director, Legislative and Public Affairs serves as a member of the Executive management team and assists in policy development; provides consultation and technical expertise

on legislative matters to the Executive staff.

The Assistant Director also administers, delegates and supervises projects and tasks for subordinate staff (i.e., Assistant Information Officer).

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In appraising experience, weight will be given to the following qualifications, as well as possession of the aforementioned minimum qualifications:

- Knowledge of the State Government Legislative Process, relations between Departments and the Legislation Office, how the Legislation Office operates, the legislation process as it pertains to a bill becoming a law, and how to shepherd a bill becoming a law.
- Extensive knowledge and experience related to legislative development, analysis and implementation, read and act on legislative bills.
- Policy development in regards to healthcare and administration.
- Managing internal and external communication.
- Editor of high quality writing.
- Experience with implementing and managing a public affairs program.
- Ability to serve as a department spokesperson.
- Experience interacting with press and media.
- Ability to develop cooperative working relationships with the public and representatives of governmental entities with emphasis on the executive level.
- Effectively contribute to OSHPD's EEO objectives.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 1-ASSISTANT DIRECTOR, LEGISLATIVE AND PUBLIC AFFAIRS**, with the **OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process may consist of two phases. Phase One - using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience as stated on their applications, resumes, and Statement of Qualifications. Phase Two - a Qualification Appraisal Interview, which may include structured questions and/or a written exercise. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview.

### **FILING INSTRUCTIONS**

All materials must be received by the Examination Unit by the final file date. Applications postmarked, personally delivered, faxed or received via interoffice mail after 5:00 p.m. on the final filing date of June 22, 2009, will not be accepted.

Resumes do not take the place of the Statement of Qualifications. Applications submitted without a Statement of Qualifications will be eliminated from the examination process.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resume with references.

### **Applications must be submitted by the final filing date to:**

OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT, HUMAN RESOURCES  
SERVICES OFFICE  
400 R STREET, SUITE 364, SACRAMENTO, CA 95811  
SHARON WILLIAMS | (916) 326-3262 | [SWILLIAM@OSHPD.CA.GOV](mailto:SWILLIAM@OSHPD.CA.GOV)

### **ADDITIONAL INFORMATION**

If you have questions concerning this examination or require special testing arrangements, please contact Sharon Williams at (916) 326-3262. Further information regarding this CEA examination may be located at the following website: <http://www.oshpd.ca.gov/Admin/Exams.html#CEA>

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>